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ABSTRACT

Intended for individuals engaged in open and distance learning activities, this guide is designed with an applications focus that provides a "quick start" for immediate work needs. Built on an intuitive set of "How do I" questions, the book presents the foundation needed to teach from a distance. The format is a multimodel approach, combining reading case studies, tear-out worksheets, and checklists. Templates intended for duplication are provided. Chapter 1 presents the history and growth of open and distance education, giving insight into the way evolving technologies have been transitioned into existing distance learning formats. Chapter 2 takes a global perspective to see how people around the world view the concepts and components that make up an open or distance learning environment. Chapter 3 offers an overview of technical, network, equipment, usage, and cost considerations to apply when an open or distance learning network is set up. Chapter 4 discusses resistance to change and offers practical, step-by-step ideas to help teachers and trainers through this transitional change process. Chapter 5 addresses designing instruction for learning: organizing time and instruction, becoming aware of one's presentation style and personal image, and developing participative teaching methods and techniques. Chapter 6 focuses on turning verbal information into visual communications: ideas on working with space, text and fonts, color, line, and graphics. The book contains 46 references, a glossary, and an index. (YLB)

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